

# Ann E. Body

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February 9, 2021

Jane Jones  
ABC Insurance Company  
100 W Town Road Parkway  
Anytown, State 12345

Dear Ms. Jones:

Everyone should have an opportunity to find satisfying employment where they land a position that aligns with their strengths and skills. I desire to be a part of a team that recruits talent and places them in positions where they can succeed. That is why I am thrilled to apply for the HR intern position where I can learn from a company who exemplifies these values and contribute the skills I have worked hard to develop to your organization.

As a Communication major and Psychology minor, I have completed a wide variety of classes that have taught me strong interpersonal and communication skills. I also have demonstrated strong organizational skills in my previous work experiences. While working as an office assistant I learned how to quickly manage and organize the high volume of incoming requests using applications like Excel in Microsoft Office. As an employee at Disney World, I was recognized for my outstanding attendance record. In addition, while attending school, I trained and developed a team of 14 volunteers on all procedures for running and executing a successful freshman orientation.

I am confident that my experience in training, strong organizational skills, and ability to communicate will contribute to your team, and my excitement for the position will allow me to develop and grow in a field I am passionate about. Thank you for taking the time to read through my application materials and I welcome an opportunity to discuss the possibility of an interview.

Warm regards,

Ann E. Body